

SEP
LOGGEDDCI/ICS 82-5718
27 August 1982

Call-3

MEMORANDUM FOR: [redacted]
Director, Intelligence Community Staff

FROM: [redacted]
Chief, Administrative Staff, ICS

SUBJECT: Self Study Center

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1. There is a Self Study Center available to all employees at the CIA Headquarters Building. The Center contains video and/or audio tapes in the fields of management, communications and human relations as well as a number of other skills oriented programs for both clericals and professionals. I asked [redacted] to look into the feasibility and desirability of establishing a Self Study Center at [redacted] [redacted] recommended (see Attachment 1) that we establish a Center here. It would contain two video and two audio stations and selected tapes. His recommendation indicates that equipment costs (not including tapes) would be approximately [redacted]. I have asked IC Staff Office Directors to solicit the views of their employees regarding the desirability of such a Center. The responses (see Attachment 2) were all positive. Therefore, I believe we should establish the Center as soon as we can make the funds available.

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2. In addition to the cost of setting up the Center, we must purchase most of the training materials (tapes). The average cost of a video tape is [redacted]. The audio tapes generally are not more than [redacted] each. Initially, we would purchase a limited number of video and audio tapes and then add to our inventory as we refine our requirements and as additional funds become available. I need your views regarding the allocation of space for the Center before I can proceed further.

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3. I have identified four options for space for the Center. They are: the current chauffeur's room, one of the rooms in our reception area, the conference room in the basement, and one of the unused rooms on the Fifth Floor. The configuration of the chauffeur's room is just not conducive to an efficient layout for the center and it might not be large enough to accommodate shelving for tapes. Of the two rooms in the reception area, one is our medical/lunch room. We need such a room and should not consider it for the Center. The other room in the reception area is used for visitors, such as staff members of the HAC, SAC, etc., who may require temporary working space in the building but who do not require free access to our office areas. I believe we should continue to use that room for that purpose.

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4. The empty rooms on the Fifth Floor were being held for the planned Production Evaluation Staff. While we did not receive the additional positions we requested in our 1983 budget for the Production Evaluation Staff, I do not believe we should use any of the Fifth Floor space for the Center. Ideally, the Center should be located apart from office space so that users of the Center would not interfere (distract) with the business of the Staff. And, we may want to use that space for other purposes.

5. The conference room in the basement is rarely used. When used, there often are other options available. Allocation of that conference room for the Center should not, therefore, interfere with any Staff business. The size of the conference room would enable us to establish a Center that would be both efficient and attractive. I have considered a Center with only one video and one audio station. However, I believe it would be a mistake to do that. We need two audio and two video stations to facilitate use of the Center and to provide backup in the event of equipment breakdown.

6. Therefore, in view of all of the above, I recommend that you approve conversion of the basement conference room to a Self Study Center for the Intelligence Community Staff

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Attachment:

1. DC/AS memo to C/AS dtd 27 Jul 82
2. ICS responses to query re Center

CONCUR:

Director, Intelligence Community Staff

Date

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